



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RIGHT-OF-WAY PROGRAM SPECIALIST II

Job Number: 20001616

Job Code: 83340V160316

Job Group: 8300 - PROPERTY

Job Established: 10/16/1984

Job Revised: 03/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction of the Right-of-Way and Utilities Division Director, provides technical guidance and assistance, reviews for appraisal, acquisition and/or relocation assistance from the Division of Right-of- Way to field personnel in assigned districts, OR administers billing payment functions or court activities on a statewide basis; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have six years of experience (under the laws of eminent domain) in highway rights of way appraisal, negotiation, property management and/or relocation assistance.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Under the laws of eminent domain (exercising the right of condemnation), broad experience in at least one of the following areas will substitute for the required education on a year-for-year basis: 1. Professional duties of research for and preparation of documented appraisals (value of property, land, structures and improvements) through the Appraisal Process which are then approved for right-of-way acquisition; 2. Initiating and conducting problem solving negotiations including details of appraisal and offer with owner leading to approved settlements or condemnation; 3. Initiating and providing relocation assistance including but not limited to reimbursement of moving expenses, replacement housing computations and re-establishment expenses to displaced persons, businesses or non-profit organizations; 4. Handling the disposal of

improvements and environmental clean up on properties which may include carcinogenic or hazardous materials. (Eminent domain is the right of government to take or to authorize the taking of private property for public use, just compensation usually being given to the owner).

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conducts the final central office review and evaluation of appraisals. Monitors the appraisal activity of the district(s) assigned and provides technical assistance to district review appraisers, staff appraisers and fee appraisers as needed. Makes appraisals of unusual or extremely complex properties and trains district personnel in appraisal procedures. Provides technical appraisal information to district and contract attorneys and provides field liaison with federal highway appraisal officers. Conducts the final central office review and evaluation of replacement housing payment computations, mortgage interest differential computations, bids for moving personal property, moving cost payments and incidental expenses. Provides technical assistance to district personnel and consultants on all phases of the relocation assistance program. Provides relocation training for district personnel and consultants. Coordinates the gathering of data for conceptual and acquisition stage relocation reports. Evaluates and submits relocation assistance reports to the Federal Highway Administration for project authority. Coordinates decent, safe and sanitary inspections with other states and coordinates relocation assistance appeal activities. Coordinates grave relocations statewide. Administers the Division's Property Management Program including the sale and disposal of surplus properties. Coordinates right of way acquisition from other state and federal agencies. Evaluates data including, but not limited to deeds, plans, cost breakdown and appraisals to determine if payment for acquisitions is in order. Oversees processing of documents for payment. Assures that proper records and reports are developed and provided to necessary users (director, district, FHWA, Finance, Treasury). Provides technical guidance and training in right-of-way fiscal affairs to districts. Administers the procurement and use of court witnesses in condemnation trials. Acts as liaison between the Right-of-Way and Utilities Division and the Office of General Counsel. Validates invoices for providing of court related services. Schedules witnesses. Assimilates and maintains condemnation case records.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel throughout the state may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.